

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

RANGE MASTER/ARMORER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Range Master/Armorer is a stand-alone classification in the Safety Non-Sworn series. Incumbents are responsible for qualifying police officers in the safe and effective use of a variety of firearms and weapons and maintaining the firing range.

The Range Master/Armorer is distinguished from other classifications by responsibility for performing activities focused on firearms and fire range training, maintenance, and handling.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|--|--------------|
| 1. | Plans, schedules, and conducts firearms training activities, ensuring the overall safety and efficiency of operations of firing range and coordinating range schedules. | Daily
20% |
| 2. | Maintains range equipment and supplies and coordinates cleaning and repair of firing range equipment. | Daily
15% |
| 3. | Enforces firing range safety rules and regulations, maintaining emergency plans for treatment of injuries at the range site. | Daily
10% |
| 4. | Demonstrates and instructs on the use of a variety of firearms, non-lethal, and chemical weapons, their operation, safety, and tactics, including developing and introducing new training techniques and facilitating remedial shooting classes. | Daily
10% |
| 5. | Programs computerized targeting system and assigns users to targets, including assisting in sighting of firearms and the maintenance of proper firing positions. | Daily
5% |
| 6. | May administer written and shooting proficiency tests to applicants for permits to carry concealed weapons. | Daily
5% |
| 7. | Maintains records on individual shooters for proficiency and prepares reports documenting shooting scores and range activities. | Daily
5% |
| 8. | Inspects, maintains, and repairs firearms, including pistols, rifles, and shotguns, including assisting officers with information and minor problems regarding weapons. | Daily
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
9.	Maintains inventory of weapons and ammunition, including individual records regarding weapons including date of acquisition, officer assignments, and inspection dates.	Weekly 5%
10.	Acquires, stores, and issues ammunition, ensuring the maintenance of inventory of ammunition and supplies.	Weekly 5%
11.	Coordinates the safe handling and removal of hazardous materials and residue, including lead and filters.	Weekly 5%
12.	Prepares written reports on inspections of weapons used in officer-involved shootings.	Weekly 5%
13.	Prepares written reports for court and serves as an expert witness in criminal cases.	Monthly 5%
14.	Prepares written documents and forms related to test fire, and collection and booking of evidence.	As Required
15.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Two years of experience in the operation of a firing range, which included or is supplemented by, one year of experience in the use of reactive target and training systems is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Concealed Weapon Permit
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired
- Basic Firearms Instructors Course successfully completed
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation.

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Knowledge (position requirements at entry):

Knowledge of:

- Firearms care and use practices;
- Recordkeeping principles and practices;
- Training methods, principles and procedures;
- Inventory management principles and practices;
- Computerized targeting systems;
- Safe work practices and procedures.

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Developing and administering firearms training
- Operating, maintaining, and repairing a variety of firearms
- Maintaining firing range
- Programming computerized targeting systems
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Monitoring and maintaining supply and material inventory
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008